



Request for Proposal

October 27, 2023

The Little Traverse Bay Bands of Odawa Indians (LTBB), a federally Recognized Indian Tribe, invites your business to submit a Proposal to Conduct a Market Rate Appraisal for all of LTBB's Governmental Buildings.

Included with this letter are:

- 1.) Provisions governing this ITB.
- 2.) For questions regarding bidding procedure or submittals, contact Mandy Szocinski by email at mszocinski@ltbbodawa-nsn.gov or by phone at 231-242-1439.
- 3.) Pre proposal technical questions or to set up a site visit, contact Daugherty Johnson, by email djohnson@ltbbodawa-nsn.gov or Jody Werner, by email at jwerner@ltbbodawa-nsn.gov

Thank you for your interest.

Sincerely,

Mandy Szocinski

Mandy Szocinski
Accounting

I. PROPOSALS DUE

- A. All proposals must be received by Mandy Szocinski in the Accounting Department by **November 13, 2023** no later than 3:00pm prevailing local time. Submittals received after deadline will not be considered.
- B. Proposals will be accepted in the following methods:
 - 1. By E-Mail: mszocinski@ltbbodawa-nsn.gov
 - 2. U.S. Mail to: Little Traverse Bay Bands of Odawa Indians
Attn: Mandy Szocinski
7500 Odawa Circle
Harbor Springs, MI 49740
- C. Any questions regarding the proposal process may be directed to Mandy Szocinski, at 231-242-1439.

II. SCOPE

Little Traverse Bay Bands of Odawa Indians (LTBB) is exploring 105(l) funding from Bureau of Indian Affairs (BIA) and Indian Health Services (IHS) to assist in covering part of the cost of office spaces. This requires LTBB to show the fair market rate of our building spaces. LTBB is seeking a Contractor to conduct a Market Rate Appraisal of the value of our facilities and the local rates for this type of facilities. LTBB is seeking proposals with a timeline to provide the following;

- 1. Market Rent Analysis including research and summary of active listings and recent lease information for properties that are similar to LTBB facilities. LTBB properties below are the priority focus for analysis:
 - a. LTBB Health Department located at 1260 Ajijaak Ave., Petoskey, Michigan 49770
 - b. LTBB Administration Building located at 7500 Odawa Circle, Harbor Springs, Michigan 49740
 - c. LTBB Facilities Storage Building located at 7845 Odawa Circle, Harbor Springs, Michigan 49740
 - d. LTBB Natural Resources Building located at 7845 Odawa Circle, Harbor Springs, Michigan 49740
 - e. LTBB Natural Resource Storage Barn, located at 7845 Odawa Circle, Harbor Springs, Michigan 49740
 - f. LTBB Natural Resource Annex, located at 7845 Odawa Circle, Harbor Springs, Michigan 49740
 - g. LTBB Natural Resource Biodiesel Building and Boat Wash Station, located at 7845 Odawa Circle, Harbor Springs, Michigan 49740
 - h. LTBB Natural Resources Mackinaw City Boat Dock, located at 229 S Huron St, Mackinaw City, Michigan 49701
 - i. LTBB Beaver Island Boat Dock and Ice House, 38157 Michigan Ave, Beaver Island, Michigan 49782
 - j. LTBB Judicial Building located at 911 Spring St., Petoskey Michigan 49770
 - k. LTBB Tribal Building located at 915 Emmet St., Petoskey, Michigan 49770
 - l. LTBB Fish Hatchery located at 4100 Giigoohns Mikan Ave., Levering, Michigan 49755
 - m. LTBB Hatchery Storage Barn located at 4100 Giigoohns Mikan Ave., Levering, Michigan 49755
- 2. Other LTBB properties to include, but not limited to, which are secondary in priority are:
 - a. Bay de Noc Rapid River #149, 8715 EE.25 Road, Rapid River Michigan- House, pole barn and 5 cabins
 - b. Bio Station Aldrich Wilderness Cabins, 27 E. Wilderness Drive Wilderness State Park, Carp Lake, Michigan 49718 – 3 cabins, utility building and artesian well
 - c. Cross Village Campgrounds, 4982 Chippewa Dr., Harbor Springs, MI 49740
 - d. John Keshick II Access Launch, Treaty Fishing boat dock, Nine Mile Point, Bay Shore, Michigan 49720
 - e. Pickerel Lake Commercial Building, 1483 US 31 N, Petoskey, MI 49770
- 3. The report should be prepared in conformity with Uniform Standards of Professional Appraisal Practices (USPAP).
- 4. The deliverable would simply be the square footage rate based on 3 comparable properties for each building.
 - a. Included should be the Comps like a home sale appraisal. This is mostly a desk top activity especially since comps would be spread pretty far out.
 - b. If similar facilities can't be found under lease then do a Purchase appraisal divisible by some rental based formula.
- 5. LTBB's end goal is to have a square footage rate that IHS and BIA would be charged if they were to rent similar facilities to LTBB's in order for LTBB to become eligible for the lease programs HIS and BIA offer to Tribal Entities.
- 6. Time line as a start date, time to collect and analyze, and how long to provide final report.

Facility descriptions:

- A. LTBB Health Building located at 1260 Ajijaak Ave., formerly 1250 Lears Rd., Petoskey Michigan. It currently houses (but not limited to) the LTBB Clinic, Dental Clinic, Substance Abuse, Pharmacy and Health Department which includes several other Community Health Services.
- B. LTBB Administration Building located at 7500 Odawa Circle, Harbor Springs, Michigan. It currently houses (but not limited to) the Tribal Executive, Tribal Council, Enrollment, Education, Language, Archives, Housing, Human Resources, Planning, GIS, IT, Accounting, Communications, Maintenance, Elders Programs, Department of Commerce, Grants, and Legal departments.
- C. LTBB Facilities Storage located at 7845 Odawa Circle, Harbor Springs, Michigan. This building used for storage and maintenance area for equipment and workshop for larger projects as needed.
- D. LTBB Natural Resources (NRD) Building and Annex, located at 7845 Odawa Circle, Harbor Springs, Michigan. It currently is office space for (but not limited to) Inland Lakes Fish and Wildlife, Conservation, Fisheries, NRD Administration, and NRD Youth Corps.
- E. LTBB Natural Resources (NRD) Storage Barn and Biodiesel Buildings located at 7845 Odawa Circle, Harbor Springs, Michigan. These are used for storage of equipment and vehicles, as well as, indoor work areas.
- F. LTBB Natural Resources Mackinaw City Boat Dock located at 229 S Huron St, Mackinaw City, Michigan. A floating dock that consists of 16 commercial and 8 public docking slots and is 295 feet long and 24 feet wide.
- G. LTBB Beaver Island Boat Dock and Ice House, 38157 Michigan Ave, Beaver Island, Michigan 49782. A commercial property and boat dock.
- H. LTBB Judicial Building located at 911 Spring St., Petoskey Michigan. It currently houses Tribal Court, Law Enforcement, Human Services and the LTBB Prosecutor.
- I. LTBB Tribal Building located at 915 Emmet St., Petoskey, Michigan. It currently houses the LTBB Tribal Youth programs.
- J. LTBB Fish Hatchery located at 4100 Giigoohns Mikan Ave., Levering, Michigan. It currently houses rearing tanks, egg collection, fish health monitoring, as well as, data collection and fish studies.
- K. LTBB Hatchery Storage Barn located at 4100 Giigoohns Mikan Ave., Levering, Michigan 49755. It is a 60' 0" x 78' 0" x 15' 8" commercial pole barn used for storing equipment and indoor workshop.
- L. See "Attachment A" for additional information on some of the listed locations.

III. QUALIFICATIONS

- A. Must not appear as listed as parties that are excluded from receiving Federal contracts, certain subcontracts, and certain Federal financial and nonfinancial assistance and benefits, pursuant to the provisions of 31 U.S.C. 6101, note, E.O. 12549, E.O. 12689, 48 CFR 9.404, and each agency's codification of the Common Rule for Nonprocurement suspension and debarment.
- B. The Parties understand that LTBB has enacted a statute, WOS 2012-008, the Sex Offender Registration and Notification Statute, to fulfill the obligations of sex offender registration and notification. All contractors, including their employees including all subcontractors and their employees that are sex offenders that are mandated to register are required to update their registry with the LTBB Law Enforcement when working on sites under the jurisdiction of LTBB.
- C. Demonstrated experience with similar projects.

IV. PREFERENCES FOR CONTRACTOR

- A. Native American Preference shall apply.
 - 1. Citizens of the Little Traverse Bay Bands of Odawa Indians,
 - 2. Citizens of Other Federally Recognized Tribes, as certified by the Bureau of Indian Affairs
- B. Special consideration shall also be given to firms proven to be minority owned and/or classified as small business, see item 4 of "Proposal Package" submittal for documentation needed.
- C. Knowledge of and/or experience with Anishinabe Cultures will be preferred.

VII. CONTRACT AWARD

A team from LTBB will evaluate the proposals and decide to award the contract the most responsive proponent having proven experience in market rate analyses as described above. Native American Preference shall apply.

The award may be split, at the LTBB's discretion, between two (2) or more contractors to better service specific locations.

LTBB may determine that the rejection of all proposals is in the best interest of LTBB. LTBB will not pay for any information herein requested, nor is it liable for any costs incurred by the proposer.

PROPOSAL PACKAGE

Responses must be in the format listed below along with any supplemental documentation which is required to meet criteria of this request. Confine submissions to those matters sufficient to define its proposal and to provide adequate basis for the Little Traverse Bay Bands of Odawa Indians to evaluate the proposal. Incomplete responses will not be considered.

1. Introduction
 - a. Letter briefly state the understanding you have of the work to be done stating subject is in response to this invitation
 - b. Company Profile including the name, title, address, telephone number, name of contact person, and date
 - c. Key staff who will perform the tasks for this project
 - d. List of References (minimum of 3)
2. Work Plan – describe in detail the tasks, timeline and deliverables to complete the project as it relates to the Scope of Services. Include equipment and/or technologies to be used. Clearly indicate which tasks will be completed by subcontractors (if applicable).
3. The cost of the services for the Contract term as noted in Section II of this invitation broken down for priority and non-priority properties.
4. Documentation Required for Preferences Listed in Section IV—All things being equal, the following types of firms would receive special consideration, in the award of this contract:
 - Indian Owned— Indian owned is defined as, at least 51% Indian owned & controlled by person(s) of certified (federally recognized) Native American heritage; SBA or Tribal certification required.
 - Minority Owned— Minority owned is a firm that is at least 51% owned and controlled by a minority and so documented; SBA 8-a certification required.
 - Small Business— Small business for this purpose is firm doing less than \$2 million annually as verified by gross receipts, SBA certification required.

Evaluation Scale (Total Possible Points = 100)

Proposals shall be evaluated on the point scale listed below. Point values to be awarded on a sliding scale based upon proposal information provided and total point values in each category are not guaranteed.

Qualifications and experience of staff dedicated to this project	15
Method and Approach meets LTBB Needs	20
Ability	20
Experience, Past Performance (references)	10
Total cost	25
Native American Owned	5
Non-Native Minority, Women, Disabled, Registered Small Business or Veteran Owned	5
Total Score	100

Attachment A

#	Parcel Name	Parcel Location	Tax Parcel Number	County	Acres	Trust Status	Trust Date	Year Purchased	Purchase Price	Measurements
1	Beaver Island Dock St. Jame:	38157 Michigan Avenue	15-013-223-035-10	Charlevoix	0.1157204	In Trust	10/16/2001	2000	\$ 195,404.60	130'
2	Beaver Island Ice House	38157 Michigan Avenue		Charlevoix						200 sq. ft.
3	Bay de Noc Rapid River #141	8715 EE.25 Road	01-43-214-007-00	Delta	20.5			2022	\$ 300,000.00	
3-a	Pole Building			Delta						1,250 sq. ft.
3-b	Main House			Delta						1,500 sq. ft.
3-c	Cabin #1			Delta						430 sq. ft.
3-d	Cabin #2			Delta						430 sq. ft.
3-e	Cabin #3			Delta						200 sq. ft.
3-f	Cabin #4			Delta						300 sq. ft.
3-g	Cabin #5			Delta						870 sq. ft.
4	Bio Station Aldrich Wilderness Cabin	27 E. Wilderness Drive Wilderness State Park	24-02-02-27-101-002	Emmet	1.361707	In Trust	10/3/2021	2000	\$ 242,830.00	
4-a	Cabin #1									292 sq. ft.
4-b	Cabin #2									292 sq. ft.
4-c	Cabin #3									292 sq. ft.
4-d	Utility Building									223 sq. ft.
5	John Keshick II Access Launch/Treaty Fishin	Nine Mile Point	15-007-102-009-00	Charlevoix	1.426368	In Trust	6/10/2000	2000	\$ 275,000.00	45'
9	Pickarel Lake Commercial Building	1483 US 31 North	24-01-16-34-200-001	Emmet	1.472327				\$ 875,000.00	
9-a	Main Building									2,625 sq. ft.
9-b	House #1									1,245 sq. ft.
9-c	House #2									750 sq. ft.
13	Mackinaw Dock	Mackinaw City LTBB Dock								7210 sq. ft.
14	NRC Building	7845 Odawa Circle, Harbor Springs MI		Emmet						324 sq. ft.
14-a	NRD Annex	7845 Odawa Circle, Harbor Springs MI		Emmet						1440 sq. ft.
14-b	NRD Pole Barn	7845 Odawa Circle, Harbor Springs MI		Emmet						3600 sq. ft.
14-c	Biodiesel	7845 Odawa Circle, Harbor Springs MI		Emmet						825 sq. ft.
15	Boat Wash Port									420 sq. ft.
16	Hatchery	4100 Giigooohns Miikaan Avenue, Levering, MI 4975		Emmet						5079 sq. ft.
	Pole Building									
	40 properties total as of 7/27/2023									